



**UTAH DEPARTMENT OF TRANSPORTATION**  
**Consultant Performance Review & Evaluation Form**  
 Please use a separate form for Key Subconsultant Evaluations

Contract Number \_\_\_\_\_ Date of Evaluation \_\_\_\_\_  
 Project Number \_\_\_\_\_ Consultant \_\_\_\_\_  
 Description \_\_\_\_\_  
 UDOT Project Manager \_\_\_\_\_ ☐ Pool ☐ RFQ ☐ Local Government

**STEP #1**

**Identify All Key Work Disciplines For Project**

(A & B are two examples of discipline types - Evaluator may review up to 8 disciplines per evaluation A - H).

- A. Project Development
- B. Roadway Design
- C.
- D.
- E.
- F.
- G.

H.

Step #2 Rate Goals & Objectives - From Page 2 3=Excellent 2=Good 1=Poor 0= Unacceptable		Step #3 Rate Disciplines For Work Product & Process 3=Excellent 2=Good 1=Poor 0= Unacceptable							
WORK PRODUCT	Goals/Objectives	A	B	C	D	E	F	G	H
Work Quality									
Conformance with Standards									
Value of Services									
WORK PROCESS	Goals/Objectives	A	B	C	D	E	F	G	H
Partnering Skills									
Management									
Meeting Schedule									
Self-direction									
Meeting Budget									
Problem Resolution									

**NOTE:** If you rate a Consultant with a **Poor or Unacceptable** rating you will need to inform the Consultant that they are disallowed from contracting with UDOT for determined period of \_\_\_\_\_ month.

**WORK PRODUCT & WORK PROCESS  
GOALS & OBJECTIVES**

**NOTE: Written Goals & Objectives need to be established between Project Manager and Consultant. At least one (1) Consultant Performance Review & Evaluation will need to be done per project. Project Manager's are also required to submit this completed and signed form (PM and Consultant) to the Comptroller's Office, or retainage will not be released to the Consultant.**

**Work Quality:**

**Conformance with Standards:**

**Value of Services:**

**Partnering Skills:**

**Management:**

**Meeting Schedule:**

**Self-direction:**

**Meeting Budget:**

**Problem Resolution:**

<b>Project Manager Signature:</b>	<b>Date:</b>
<b>Comments:</b>	
<b>Consultant Signature:</b>	<b>Date:</b>
<b>Comments:</b>	